



STATE OF WASHINGTON

**Authorization for Automated Clearing House (ACH)
Direct Deposit of Wages**

- Employee:** (1) Complete the upper portion of the form, sign, and date.
(2) Have your financial institution complete the lower portion, or attach a voided check (see below).
(3) Deliver the completed form to your Payroll Office.
- Payroll:** (1) Ensure that the employee receives a copy of the completed form.

PAYROLL NAME (Last, First, Initial)	EMPLOYEE ID NO*	AGENCY	AGENCY CODE
		Ecology	4610

*Provide your employee identification number if available.

In accordance with RCW 43.41.180, I hereby authorize and request the State, until this authorization is revoked as described below, to transfer the full amount of my state salary, after mandatory and authorized deductions, to the designated financial institution for deposit in my account.

In the event that the State may be legally obligated to withhold any additional part of my salary payment for any reason, I understand that the State shall have the authority to immediately terminate any transfer made under this authorization.

If the State discovers that the *electronic transmission* for this authorization for any reason will result in an overpayment of salary or wages actually due and payable to me, I hereby authorize the State to either process a reversing transaction that will result in sending the net pay amount back to the state, or seek full reimbursement of the overpayment by whatever means is appropriate.

If any action taken by me or my financial institution, without adequate notification to my agency payroll office, results in non-acceptance of the transfer by the designated financial institution, I understand that the State assumes no responsibility for processing supplemental payroll payments until the funds are returned to the agency by the financial institution.

This authority is in force until written notification is received from me regarding its termination, or my death.

Banking information can be provided as follows:

When selecting ACH to your existing financial institution, complete the bottom section. Your financial institution can provide the correct routing number and account number suitable for ACH. You may also attach a voided check. To be valid, the employee must sign the form.

NAME OF FINANCIAL INSTITUTION	CHECK THE TYPE OF ACCOUNT TO BE DEPOSITED: <input type="checkbox"/> CHECKING ACCOUNT <input type="checkbox"/> SAVINGS ACCOUNT
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FINANCIAL INSTITUTION/AGENCY USE ONLY

ROUTING TRANSIT NUMBER (must be 9 digits, see reverse)	ACCOUNT NUMBER (as required by financial institution for ACH, see reverse)
<div></div>	<div></div>

EMPLOYEE'S SIGNATURE	DATE
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ACH Information:

What should I do if my account information changes?

If your deposit account information changes for any reason, you must notify your payroll office immediately.

If your account is closed or frozen, the account or routing number is changed, or your account is otherwise unable to receive deposits and you do not notify your agency payroll office one week before the established pay date, your agency may not be able to change the payment information before the payment is sent.

If the payment is sent to the wrong account because you did not inform the payroll office of a change with sufficient time to change the payment information, the state is not responsible for the payment until it is returned by the financial institution.

If a payment is rejected or returned by your institution, the state cannot release payment to you until the funds have been returned to the state—usually 3-4 banking days.

How long will it take to set up my account?

No matter what type of ACH account you choose (checking, savings) the payroll system must validate the account exists. This can take from three to ten days. Until this process completes, you will receive a paper warrant for your net pay on pay day.

Check Routing and Account Number Examples:

YOUR NAME PRE-PRINTED		4444
HOMETOWN USA		
PAY TO THE ORDER OF: _____		
_____ Dollars		\$ <input type="text"/>
X _____		
A123456789A	15588456C	4444
Routing Number	Account Number	Check Number

YOUR NAME PRE-PRINTED		4444
HOMETOWN USA		
PAY TO THE ORDER OF: _____		
_____ Dollars		\$ <input type="text"/>
X _____		
A123456789A	004444C	109001234561C
Routing Number	Check Number	Account Number